



**PUNJAB PUBLIC SERVICE COMMISSION**  
**7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.**

**JOB DESCRIPTION FOR THE (100) POSTS OF CHARGE NURSE (BS-16) IN THE PUNJAB EMPLOYEES SOCIAL SECURITY WELFARE (PESSI) LABOUR & HUMAN RESOURCE DEPARTMENT (CASE NO. 36-RM-2023)**

**MAIN RESPONSIBILITIES AND TASKS**

1. Will properly prepare the intake, output chart, temperature chart and will properly fill the medicine sheet with date and time after giving the medicine.
2. Will prepare the handing over-taking over register and will not leave the ward without proper handing over the patients to the next shift staff nurse.
3. Will take over the charge from duty nurse of previous shift, regarding patients (bed to bed), instrument supplies, drugs etc. and handed over the same to the next shift.
4. Will be responsible to provide antenatal, intra-natal, post-natal care as taught in nursing curriculum.
5. Will autoclave and disinfect necessary articles, instruments, linen, gadgets, equipments, etc. and keep ready for use.
6. Will keep the oral-dental and anal hygiene of the unconscious patients.
7. Will maintain the medical record and will properly arrange the investigations in the file.
8. Will write reports of each shift and sign the reports after checking properly.
9. Will make round with doctors and senior nursing officers.
10. Will assist the Nursing sister in orientation program of new staff and students.
11. Will give intravenous/intramuscular medicines carefully in constitution with the doctors.
12. Will fulfill all basic needs (hygienic need, nutritional need etc.) of the patients.
13. Will sterilize all articles, maintain all equipment's, gadgets, electrical connections Sight, fan etc. and indent drugs, diet, and other supplies if necessary.
14. Will help Nursing Sister in indenting and checking of drugs, supplies and maintaining inventories.
15. Will keep herself up to date with nursing knowledge by taking part in service education program.
16. Will be vigilant to protect the patient from injury or accident by providing side rail.
17. Will be deputed for the ward sister during her absent.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

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- 2.
- 3.
- 4.

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